



# CEA

## **CAREER EXECUTIVE ASSIGNMENT**



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **EXAMINATION ANNOUNCEMENT**

**DEPARTMENT:** CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

**POSITION TITLE:** ASSISTANT SECRETARY, CHILDREN'S SERVICES,  
PROGRAM AND FISCAL AFFAIRS  
(CEA, LEVEL 3)

**SALARY:** \$5970 – 9164

**FINAL FILING DATE:** UNTIL FILLED

**NOTE:** This position is pending control agency approval, and may be filled at the CEA 1, 2, or 3 level.

### **DUTIES AND RESPONSIBILITIES**

The Assistant Secretary for Children's Services reports to the Deputy Secretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. The position formulates, analyzes, revises, interprets, and evaluates public child welfare program and fiscal policies and to coordinate and support the activities of the California Child Welfare Council (Council). Chapter 384, Statutes of 2006 (Assembly Bill 2216) established the Council within the California Health and Human Services Agency (Agency) to act as an advisory body responsible for improving collaboration and processes of multiple agencies and courts to improve outcomes for children and youth in out-of-home placements. The Assistant Secretary will direct the operational support of the Council, including collaboration with many governmental and non-governmental agencies that serve children, youth, and families, and will delegate assignments to staff.

### **EXAMINATION INFORMATION**

The examination will consist of an application/summary of qualifications review and evaluation by an Agency screening committee. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview if the evaluation committee or appointing power finds it necessary in making a final selection.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**MINIMUM QUALIFICATIONS**

Either I

Must be a civil service employee with permanent California State civil service status,

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990,

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

**DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

1. Knowledge of the CHHS Agency, its departments and Board, including broad-based background of their administrative, program, fiscal, and legislative policies, services, operations, and procedures.
2. Knowledge of the Department of Social Services Children's Services programs, priorities, and issues.
3. Knowledge of and experience with working with an advisory board or other oversight entity.
4. Knowledge of and demonstrated effectiveness in developing, negotiating, and implementing social services initiatives and policies.
5. Knowledge of and experience in developing outcomes-based programs and services.
6. Direct managerial experience in operating a significant human service program at the state, county or not-for-profit level.
7. A clear and demonstrated understanding and knowledge of the legislative process and associated protocols.
8. An understanding of and ability to establish and maintain effective relationships, as well as fully represent the Agency's executive position, policy and perspectives to members of the State Legislature, their staff, the Legislative Analyst's Office, and other stakeholders engaged in the legislative process.
9. Demonstrated ability to work cooperatively and promote collaborative partnerships with all departments within the Agency, State and Federal control agencies, the Governor's Office, the Department of Finance, county agencies serving children and families involved with Child Welfare Services, and the Legislature.
10. Demonstrated knowledge of both state and federal funding procedures, including budget proposals (both augmentations and reductions).
11. Experience with and knowledge of policies and procedures relative to communication and coordination between the Agency and its departments, as well as among the Agency, all control agencies, and the Governor's Office.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**DESIRABLE QUALIFICATIONS (continued)**

In addition, applicants must demonstrate sufficient knowledge of the organization, mission and statutory environment of the CHHS Agency to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Agency's equal employment opportunity program objectives; and an administrator's role in the equal employment opportunity program.
- (2) Ability to: plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively represent the Agency in both written and verbal communications; and effectively contribute to the Agency's equal employment opportunity objectives.

The knowledge and abilities indicated above for the CEA 3 level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**FILING INFORMATION**

All interested applicants must submit:

- An original State Application for Examination (STD. 678) specifying for which examination you are applying. List the civil service classifications and dates of experience, **and**
- A Summary of Qualifications. The Summary of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The summary should be **no more than two pages in length**.

**APPLICANTS WHO FAIL TO SUBMIT A SUMMARY OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF SUMMARIES.**

Send these documents to: ***California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814***

Applications must be postmarked as soon as possible (the minimum 10-day publicity period began on January 3, 2007). Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning this position should be directed to Lorna Fong, CHHS, at (916) 654-3454.

Questions concerning the exam should be directed to Lisa Hudson at (916) 657-3473.